



## Judo Ontario Screening Policy

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| <b>Approval Authority</b> | Board of Directors | June 25 <sup>th</sup> , 2023 |
| <b>Next Review</b>        | 2025               |                              |



## **POLICY STATEMENT**

1. This Screening Policy outlines the procedures and guidelines for the screening of individuals involved in Judo Ontario (JO). The purpose of this policy is to ensure the safety and well-being of our participants, members, volunteers, and other stakeholders.

## **DEFINITIONS**

2. The following terms have these meanings in this Policy:
  - "Screening" refers to the process of assessing the background, qualifications, and suitability of individuals before they are allowed to engage in activities related to the organization. Screening may involve criminal record checks, reference checks, and other relevant inquiries.
  - "Vulnerable Individual" refers to any person who, by reason of age, disability, or other circumstances, may need assistance or protection.

## **APPLICATION OF THIS POLICY**

3. This Screening Policy applies to all individuals whose position with JO is one of trust or authority, and have direct contact with vulnerable individuals, including but not limited to employees, volunteers, contractors, coaches, officials and other staff members.
4. Not every individual listed above will be required to adhere to all requirements of this policy, as there are different levels of risk involved. The specific requirements are detailed in the following sections.

## **SCREENING PROCESS**

5. Criminal Record Checks
  - All individuals in a position of trust or authority who will have direct contact with vulnerable individuals are required to undergo a criminal record check (CRC) with Sterling BackCheck through Judo Canada.
  - This includes:
    - i) Coaches employed or engaged in official JO training sessions, camps or clinics.
    - ii) NCCP Dojo Instructor coaches (both Trained and Certified status)
    - iii) Dojoshus
    - iv) Referee's
    - v) Weigh-in Officials & volunteers
    - vi) Board of Directors
    - vii) JO Staff
    - viii) Any other volunteer or member of Judo Ontario that is engaged in an activity that places them in a position of trust or authority
  - This CRC must be completed every three (3) years and will be kept on file with JO.
  - The cost for completing the CRC will be the responsibility of each member, unless otherwise stated in prior communication from JO as part of their employment or role.



## 6. Screening Disclosure Form

- All individuals on the Board of Directors or employed by JO must complete a screening disclosure form upon commencement of their role with JO and inform JO of any subsequent status changes.
- In addition to the screening disclosure form, during the recruitment or selection process, interviews or assessments may be conducted to evaluate the individual's qualifications, experience, and ability to work effectively with vulnerable individuals. These interviews may include questions related to the individual's experience, relevant skills, attitudes, and understanding of the organization's policies and procedures.

## 7. Ongoing Monitoring and Training

- Once individuals are engaged with JO, ongoing monitoring and training are essential to ensure continued suitability and adherence to organizational policies. This may include regular performance evaluations, periodic criminal record checks, and relevant training programs related to safeguarding vulnerable individuals.
- This can include, but is not limited to, CAC Safe Sport training and Respect in Sport online training.

## **CONFIDENTIALITY AND PRIVACY**

8. All screening information obtained from individuals shall be treated as confidential and handled in accordance with applicable privacy laws and the JO Confidentiality and Privacy Policies. Access to screening records will be restricted to authorized personnel who require the information for screening purposes. The organization will take reasonable measures to protect the confidentiality and security of screening information.

## **COMPLIANCE AND REPORTING**

9. It is the responsibility of all individuals engaged with the organization to comply with this Screening Policy. Failure to comply with the screening requirements may result in ineligibility for the position sought, disciplinary actions, including termination or restriction of involvement.
10. Any concerns, incidents, or suspicions related to the safety or well-being of vulnerable individuals must be reported immediately to the appropriate authorities and JO's designated individual or committee responsible for handling such matters.